

CONFIDENTIAL

24 August 1951

Activities Emanating from 220 - Week of 20-24 August

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To:

From:

1. This week I have been doing quite a bit of supervising of classes, both in the Pool and at Alcott.
2. We have begun a rather extensive telephonic and correspondence survey to locate material or places from which we can get help in setting up a compact, streamlined, and efficient English usage course.
3. I have held two meetings of the present four clerical teachers to revamp certain procedures and devices within the courses.
4. I have contacted Personnel offices in North and "L" Buildings to iron out kinks in procedures with them.
5. Our "tentative final" registration forms were distributed this week with instructions for their use.
6. On Friday we registered a new UTG/A Russian group at

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JOB NO. 11479
IN CLASS 89
NEXT REV. 89
NO. FOR 11479
REV CLASS C
AUTH: HR 763
31 NO CHANGE
JUL 22
DOC. 02
11 OF 11 ORG CLASS L

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